

# **Office of Risk Management**

## **Safety Training Catalog**



### **Contact**

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## Our Vision

To inspire, educate and maintain a safety conscious City to reduce risk, manage losses and protect assets so all our employees return home safe everyday.

## Our Mission

To deliver a quality risk management program that focuses on the prevention of injuries and collisions, the protection of City assets, and the development and implementation of sound safety programs for the welfare of our employees and citizens.

## Our Strategic Goals and Objectives

- > Strengthen processes to always ensure safe environments for our employees and the Public
- > Empowering City employees and citizens to raise safety awareness, protect assets, prevent accidents and save money
- > Institute Claim reduction strategies year over year to reach drastic improvement

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# Accident Review Board New Member Training

## Summary

This course is designed specifically to train new Accident Review Board members on the purpose of the ARB, the guidelines the ARB is expected to follow in their incident investigations and the method for determination of Preventable or Non-Preventable incidents.

## Learning Objectives

By the end of this lesson, learners will be able to:

1. Identify the purpose and goal of the ARB process.
2. Recognize the two different types of ARBs.
3. Describe ARB member qualifications.
4. Differentiate between a Preventable and a Non-Preventable Incident.
5. Participate in a mock ARB.

## Target Audience

This training is available to city employees whose departments have designated as needing this training. Employees should satisfactorily complete this training prior to participating as a board member on an Accident Review Board.

## Learning Format

This training is available in the following formats:

### *Initial & Refresher Training*

- In Person
- WebEx
- Microsoft Teams
- Moodle



## Active Shooter Training

This course is facilitated by an outside entity. Please contact your department's Safety Coordinator for assistance in scheduling this training.

# Aerial Lift/ Boom Lift Operator Safety

## Summary

This course is designed to teach the learner how to safely prepare, inspect and operate an aerial lift/ boom lift.

## Learning Objectives

By the end of this lesson, learners will be able to:

1. Recognize and identify common hazards associated with working at heights.
2. Describe the differences between various types of aerial lifts and the proper PPE associated with each.
3. Identify the importance of the manufacturer's operating manual as well as associated labels and placards.
4. Demonstrate practical knowledge and an ability to safely inspect and operate the machinery.

## Target Audience

This training is available to city employees whose departments have designated as needing this training. Employees should satisfactorily complete this training prior to operating an aerial lift/ boom lift.

## Learning Format

This training is available in the following formats:

### *Initial & Refresher Training*

- In Person



# Asbestos Safety Awareness

## Summary

This course is designed to teach the learner how to safely identify asbestos as well as safely work in an environment where asbestos may be present. It is not the intent of this course to train the learner how to handle asbestos.

## Learning Objectives

By the end of this lesson, learners will be able to:

1. Discuss the common uses of asbestos in construction.
2. Identify the dangers asbestos may pose to worker health, and the potential symptoms of asbestos exposure.
3. Identify the appropriate PPE that should be used to protect workers in an environment where asbestos is present.

## Target Audience

This training is available to all city employees.

## Learning Format

This training is available in the following formats:

### *Initial & Refresher Training*

- In Person
- WebEx
- Microsoft Teams



# Bloodborne Pathogens

## Summary

This course will focus on Federal Standards which limit occupational exposure to bloodborne pathogens such as HIV, Hepatitis B, Hepatitis C and others which could potentially lead to infection. After an initial training, this course must be refreshed annually.

## Learning Objectives

By the end of this lesson, learners will be able to:

1. Define what a bloodborne pathogen is.
2. List the three ways exposure to bloodborne pathogens commonly occurs.
3. Give at least three examples of work situations where employees may be exposed to bloodborne pathogens.
4. Give at least three examples of ways in which employees can be protected from exposure to bloodborne pathogens.
5. List the steps to take if exposed to a bloodborne pathogen.

## Target Audience

This training is available to all city employees who could “reasonably anticipate” exposure to blood or other potentially infectious materials as a result of performing their job duties. Learners should be identified by the Office of Risk Management and their department as having the potential for exposure.

## Learning Format

This training is available in the following formats:

### *Initial Training*

- In Person

### *Refresher Training*

- Moodle



# Boating Safety

## Summary

This course will address the basics of safe boat operation including the proper use of personal flotation devices, safety lighting, and fire safety on a water vessel.

## Learning Objectives

By the end of this lesson, learners will be able to:

1. Identify the five different types of PFD's and their proper uses.
2. Demonstrate the appropriate safety lighting based on vessel length.
3. Identify the risk associated with exposure to vessel exhaust and the symptoms of CO poisoning.
4. Discuss fire safety upon a vessel and the proper use of portable fire extinguishers.

## Target Audience

This training is available to city employees whose departments have designated as needing this training. Employees should satisfactorily complete this training prior to operating a water vessel.

## Learning Format

This training is available in the following formats:

### *Initial & Refresher Training*

- In Person
- WebEx
- Microsoft Teams

# Chainsaw Operation & Safety

## Summary

This course is designed to teach basic chainsaw operator safety including common injuries associated with improper chainsaw use, appropriate PPE, chainsaw operating techniques and safe practices.

## Learning Objectives

By the end of this lesson, learners will be able to:

1. Identify common hazards and injuries associated with improper chainsaw use.
2. Provide methods to mitigate common hazards.
3. Identify the role of PPE.
4. Discuss chainsaw safety including the handling of kickback, pushback and pull-in.

## Target Audience

This training is available to city employees whose departments have designated as needing this training. Employees should satisfactorily complete this training prior to operating a chainsaw.

## Learning Format

This training is available in the following formats:

### *Initial & Refresher Training*

- In Person
- WebEx
- Microsoft Teams



# Cold Stress Awareness

## Summary

This course is designed to teach the learner how to work safely in cold environments.

## Learning Objectives

By the end of this lesson, learners will be able to:

1. Discuss the effects that cold can potentially have on the human body.
2. Identify the proper way to dress in cold environments.
3. Discuss how to prevent slips, trips and falls in cold environments.
4. Identify the signs, symptoms and first aid measures for cold illness including hyperthermia and frostbite.

## Target Audience

This training is available to all city employees.

## Learning Format

This training is available in the following formats:

### *Initial & Refresher Training*

- In Person
- WebEx
- Microsoft Teams

# Confined Space Awareness

## Summary

This course is designed to teach the learner how to safely identify a confined space as well as safely work in a confined space environment. It is not the intent of this course to train the learner how to work in a permit required confined space.

## Learning Objectives

By the end of this lesson, learners will be able to:

1. Identify the three criteria of confined spaces.
2. Identify the difference between a confined space and a permit required confined space.
3. Identify and understand confined space hazards.
4. Discuss the safety processes that should be in place before confined space entry occurs.

## Target Audience

This training is available to city employees whose departments have designated as needing this training. Employees should satisfactorily complete this training prior to working in a confined space.

## Learning Format

This training is available in the following formats:

### *Initial & Refresher Training*

- In Person
- WebEx
- Microsoft Teams



# Defensive Driving (DDC4)

## Summary

This is a National Safety Council administered course. The goal of this course is to teach drivers how to recognize and react to immediate and potential hazardous driving situations and conditions by providing collision prevention strategies and defensive driving techniques that focus on behavior, judgement, decision making and consequences.

## Learning Objectives

By the end of this lesson, learners will be able to:

1. Identify the learner's personal inclinations towards driving defensively and road rage.
2. Identify the three types of distractions according to the NSC.
3. Discuss the dangers that distracted and impaired driving poses to the roadway community.
4. Discuss occupant protection systems and applicable laws.
5. Identify the "fatal four" causes of a crash.

## Target Audience

This training is required for all City of San Antonio primary drivers. Employees should satisfactorily complete this training prior to operating a motor vehicle during work time. This course must be refreshed every three (3) years or sooner.

## Learning Format

This training is available in the following formats:

### *Initial & Refresher Training*

- In Person

## **Dog Bite Awareness**

This course is facilitated by an outside entity. Please contact your department's Safety Coordinator for assistance in scheduling this training.



# Driving Safety/ Driver Safety Awareness

## Summary

This course will address the essentials for safe driving, including a focus on the City's Driver Safety Program in Administrative Directive 4.8. Learners will be reminded of the hazards of distracted driving, road rage, using cell phones to make phone calls and texting while driving, as well as the City of San Antonio Safety Manual Section 4.14.A and the restrictions that the State of Texas have placed on these activities. This course does not replace the mandatory National Safety Council's Defensive Driving Course 4-hour required for COSA primary drivers.

## Learning Objectives

By the end of this lesson, learners will be able to:

1. Discuss AD 4.8.
2. Discuss general safe driving principles.
3. Give examples of road rage behaviors and distracted driving.
4. List safe methods for handling roadway emergencies.

## Target Audience

This training is available to all city employees.

## Learning Format

This training is available in the following formats:

### *Initial & Refresher Training*

- In Person
- WebEx
- Microsoft Teams



# Electrical Safety

## Summary

This course will address the essentials for understanding who can perform electrical work, under what conditions can a qualified employee perform electrical work and the hazards and mitigations often associated with working on electrical equipment.

## Learning Objectives

By the end of this lesson, learners will be able to:

1. Discuss the importance of electrical safety.
2. Identify the qualification that makes someone authorized to perform electrical work.
3. List regulations and standards associated with electrical work.
4. Distinguish between employer responsibilities and contractor responsibilities regarding working with electricity.
5. Identify the Seven Electrical Safety Habits.

## Target Audience

This training is available to all city employees.

## Learning Format

This training is available in the following formats:

### *Initial & Refresher Training*

- In Person
- WebEx
- Microsoft Teams



# Emergency Action Planning

## Summary

This course will address the essentials for having an Emergency Action Plan (EAP) in place in order to protect employees and visitors in the workplace. If necessary, the instructor can assist learners with developing an EAP for a specific location/ facility.

## Learning Objectives

By the end of this lesson, learners will be able to:

1. Identify OSHA 29 CFR 1910.38 and the definition of an EAP.
2. Discuss the importance of having an EAP in place.
3. List the requirements for evacuation maps.
4. Discuss the training requirements associated with an EAP.
5. Give examples of scenarios that an EAP may cover.

## Target Audience

This training is directed towards City of San Antonio building and facility managers.

## Learning Format

This training is available in the following formats:

### *Initial & Refresher Training*

- In Person
- WebEx
- Microsoft Teams

# Employee Injury/ MVA Reporting Training

## Summary

This course is designed to give a basic overview of injury and motor vehicle reporting from the viewpoint of the employee. The learner will gain a better understanding of their role in the process of incident reporting and the importance of reporting accurately and timely.

## Learning Objectives

By the end of this lesson, learners will be able to:

1. Identify several definitions associated with injury/MVS reporting.
2. Discuss post vehicle collision procedures.
3. Identify various COSA forms associated with reporting.
4. Discuss the role they play in injury and accident investigations.

## Target Audience

This training is available to all city employees.

## Learning Format

This training is available in the following formats:

### *Initial & Refresher Training*

- In Person
- WebEx
- Microsoft Teams



# Ergonomic Safety

## Summary

This course will provide learners with a general overview of ergonomic safety and injury prevention in the workplace. Learners will be able to identify ergonomic stressors as well as look at their own personal risk factors associated with ergonomic injuries.

## Learning Objectives

By the end of this lesson, learners will be able to:

1. Define ergonomics.
2. Identify common Work-Related Musculoskeletal Disorders..
3. Name several ergonomic stressors.
4. Identify their own personal risk factors.
5. Discuss the elements of a good ergonomic safety program.

## Target Audience

This training is available to all city employees.

## Learning Format

This training is available in the following formats:

### *Initial & Refresher Training*

- In Person
- WebEx
- Microsoft Teams

## **Excavation, Trenching & Shoring Awareness**

This course is facilitated by an outside entity. Please contact your department's Safety Coordinator for assistance in scheduling this training.



# Fire Safety Awareness

## Summary

This course is designed to teach measures to eliminate or minimize the causes of fire and fire hazards in the workplace, and it will teach proper emergency and evacuation procedures in the event of a fire.

## Learning Objectives

By the end of this lesson, learners will be able to:

1. Recognize the most common causes of fire in the workplace.
2. Learn how to prevent fires.
3. Recognize and report potential fire hazards.
4. Identify fire safety devices in their work areas.
5. Discuss their facility's emergency procedures concerning fire.

## Target Audience

This training is available to all city employees.

## Learning Format

This training is available in the following formats:

### *Initial & Refresher Training*

- In Person
- WebEx
- Microsoft Teams

# Forklift Operator Safety

## Summary

This course is designed to teach the learner how to safely prepare, inspect and operate a forklift or powered industrial truck.

## Learning Objectives

By the end of this lesson, learners will be able to:

1. Describe the differences between various types of forklifts.
2. Recognize and identify common hazards associated with forklift operations.
3. Discuss the hazards associated with attempting to move uneven or heavy loads.
4. Identify the importance of the manufacturer's operating manual as well as associated labels and placards.
5. Demonstrate practical knowledge and an ability to safely inspect and operate the machinery.

## Target Audience

This training is available to city employees whose departments have designated as needing this training. Employees should satisfactorily complete this training prior to operating a forklift.

## Learning Format

This training is available in the following formats:

### *Initial & Refresher Training*

- In Person



# General Drug & Alcohol Awareness

## Summary

This course will address how drugs affect the body and describe the risks associated with specific substance abuses. This course does not replace the Reasonable Suspicion Training required for supervisors.

## Learning Objectives

By the end of this lesson, learners will be able to:

1. Recognize, avoid and prevent substance abuse.
2. Name problems associated with substance abuse and addiction.
3. Describe the adverse effects of drugs and alcohol in the workplace.
4. Discuss the negative impact of chemical dependency on the lives of friends and family.

## Target Audience

This training is available to all city employees.

## Learning Format

This training is available in the following formats:

### *Initial & Refresher Training*

- In Person
- WebEx
- Microsoft Teams



# Hand & Power Tool Safety

## Summary

This course will address the basics for safety while using hand tools and power tools including basic tool safety rules and how to appropriately conduct a tool safety inspection prior to beginning work.

## Learning Objectives

By the end of this lesson, learners will be able to:

1. Discuss general hand tool and power tool safety principles.
2. Demonstrate a proper hand or power tool safety inspection.
3. Identify hazards often associated with hand and power tool safety injuries.
4. Discuss mitigations associated with hand and power tool hazards.
5. Give examples of best practices associated with hand and power tool usage.

## Target Audience

This training is available to all city employees.

## Learning Format

This training is available in the following formats:

### *Initial & Refresher Training*

- In Person
- WebEx
- Microsoft Teams



# Hazard Communication (HAZCOM)

## Summary

This course is designed to teach employees about OSHA's Hazard Communication standard, including the Globally Harmonized System (GHS), and the methods for learning about chemical hazards, including labels, safety data sheets (SDS), and hazard assessments. After initial training, refresher training must be provided whenever a new physical or health hazard the employee has not been previously trained about is introduced into their work area.

## Learning Objectives

By the end of this lesson, learners will be able to:

1. Describe the basic principles of the Hazard Communication Standard & the Globally Harmonized System.
2. Identify and discuss the role of Safety Data Sheets and their sections.
3. Categorize the types of chemical hazards, including physical and health hazards.
4. Describe basic elements of chemicals and how they can enter the body.

## Target Audience

This training is available to all city employees who have the potential of being exposed to a hazardous chemical within the scope of performing their job duties, whether under current conditions or in a foreseeable emergency.

## Learning Format

This training is available in the following formats:

### *Initial & Refresher Training*

- In Person
- WebEx
- Microsoft Teams
- Moodle

# Hazard Recognition

## Summary

This course is designed to teach basic hazard recognition and the process of mitigating and/or preventing injury associated with specific hazards in the learner's work area.

## Learning Objectives

By the end of this lesson, learners will be able to:

1. Identify common hazards in their work areas.
2. Provide methods to mitigate common hazards.
3. Discuss the difference between hazard mitigation and injury prevention.
4. Identify the role of PPE.
5. Discuss effective strategies for systematically identifying workplace hazards.

## Target Audience

This training is available to all city employees.

## Learning Format

This training is available in the following formats:

### *Initial & Refresher Training*

- In Person
- WebEx
- Microsoft Teams



# Hearing Conservation

## Summary

This course is designed to teach the learner the importance of hearing conservation and how to work safely in loud areas of the work place.

## Learning Objectives

By the end of this lesson, learners will be able to:

1. Discuss the effects that loud noise can potentially have on a person's health.
2. Define Time Weighted Average in relation to noise monitoring.
3. Identify the threshold at which hearing protection must be worn.
4. Identify the different types of hearing protection devices and discuss which is better suited for a specific task.
5. Discuss who should receive annual hearing tests as part of the COSA Hearing Conservation program.

## Target Audience

This training is available to all city employees.

## Learning Format

This training is available in the following formats:

### *Initial & Refresher Training*

- In Person
- WebEx
- Microsoft Teams

# Heat Stress Awareness

## Summary

This course is designed to teach the learner how to work safely in hot environments.

## Learning Objectives

By the end of this lesson, learners will be able to:

1. Discuss the effects that heat can potentially have on the human body.
2. Identify the proper way to dress in hot environments.
3. Discuss how to prevent dehydration.
4. Identify the signs, symptoms and first aid measures for heat illness including heat stroke and heat stress.

## Target Audience

This training is available to all city employees.

## Learning Format

This training is available in the following formats:

### *Initial & Refresher Training*

- In Person
- WebEx
- Microsoft Teams



# Housekeeping Safety

## Summary

This course is designed to provide learners with an overall look at the importance of proper housekeeping and work area cleanliness in the role of preventing accidents and injuries.

## Learning Objectives

By the end of this lesson, learners will be able to:

1. Describe the main purpose of cleanliness in the workplace.
2. Identify common injuries and health hazards associated with poor housekeeping.
3. Discuss the increased risk of fire and other physical hazards with poor housekeeping.
4. Identify the importance of proper material storage.

## Target Audience

This training is available to all city employees.

## Learning Format

This training is available in the following formats:

### *Initial & Refresher Training*

- In Person
- WebEx
- Microsoft Teams

# Ladder Safety

## Summary

This course is designed to provide learners with an overall understanding of safe ladder use as well as a knowledge of how to inspect a ladder prior to using it.

## Learning Objectives

By the end of this lesson, learners will be able to:

1. Identify OSHA 29 CFR Subpart X 1926.1050 and discuss proper ladder specifications
2. Identify common injuries and health hazards associated with ladder usage.
3. Discuss the methods for safely and appropriately using a ladder.
4. Demonstrate a ladder pre-use inspection.

## Target Audience

This training is available to all city employees.

## Learning Format

This training is available in the following formats:

### *Initial & Refresher Training*

- In Person
- WebEx
- Microsoft Teams



# Lock Out Tag Out Awareness

## Summary

This course is designed to provide learners with an overall understanding of the importance of Lock Out Tag Out (LOTO) and the vital role it plays in worker safety around energized equipment.

## Learning Objectives

By the end of this lesson, learners will be able to:

1. Identify OSHA 29 CFR 1910.147 and Section 25 of the COSA Safety Manual.
2. Discuss proper LOTO usage and identify some of the consequences potentially associated with improper LOTO usage.
3. Identify the differences between Authorized and Affected employee in regards to LOTO.
4. Identify and demonstrate how to properly attach a lock and a tag to a piece of equipment.
5. Understand the limitations associated with using only a tag for LOTO procedures.
6. Discuss the processes of shutdown and start-up associated with LOTO.

## Target Audience

This training is available to city employees whose departments have designated as needing this training. Employees should satisfactorily complete this training prior to performing LOTO or working in an area where LOTO is being utilized.

## Learning Format

This training is available in the following formats:

### *Initial & Refresher Training*

- In Person
- WebEx
- Microsoft Teams



# Mobile Scaffold/ Scissor Lift Operator Safety

## Summary

This course is designed to teach the learner how to safely prepare, inspect and operate mobile scaffolding. Upon a satisfactory completion of this course and its practical demonstration, the operator will be considered a certified operator.

## Learning Objectives

By the end of this lesson, learners will be able to:

1. Recognize and identify common hazards associated with working at heights.
2. Describe the differences between various types of mobile scaffolding and the proper PPE associated with each.
3. Identify the importance of the manufacturer's operating manual as well as associated labels and placards.
4. Demonstrate practical knowledge and an ability to safely inspect and operate the machinery.

## Target Audience

This training is available to city employees whose departments have designated as needing this training. Employees should satisfactorily complete this training prior to operating a mobile scaffold/ scissor lift.

## Learning Format

This training is available in the following formats:

### *Initial & Refresher Training*

- In Person



# Near Miss Awareness

## Summary

This course is designed to provide learners with an overall look at the importance of near miss awareness and the importance of reporting near misses in the proactive process of incident and injury prevention.

## Learning Objectives

By the end of this lesson, learners will be able to:

1. Define what a near miss is.
2. Differentiate between a near miss and an incident.
3. Describe the process of reporting a near miss.
4. Discuss proactive injury prevention.

## Target Audience

This training is available to all city employees.

## Learning Format

This training is available in the following formats:

### *Initial & Refresher Training*

- In Person
- WebEx
- Microsoft Teams

# Personal Protective Equipment

## Summary

This course is designed to provide learners with an overall look at the importance of proper Personal Protective Equipment (PPE) in the workplace including how to select which PPE is required for a specific task as the importance of maintaining the PPE that has been issued.

## Learning Objectives

By the end of this lesson, learners will be able to:

1. Identify various forms of PPE associated with: head, eye, face, hearing, respiratory, body, hand and foot protection.
2. Describe the main purpose of PPE in the workplace.
3. Identify the role of both the employee and the employer in regards to proper PPE use.
4. Discuss the importance of the COSA Safety Manual Section 14 Personal Protective Equipment.

## Target Audience

This training is available to all city employees.

## Learning Format

This training is available in the following formats:

### *Initial & Refresher Training*

- In Person
- WebEx
- Microsoft Teams



# Pinch Point Safety

## Summary

This course is designed to provide learners with methods of identifying pinch point hazards and common methods to mitigate those hazards to prevent injury.

## Learning Objectives

By the end of this lesson, learners will be able to:

1. Identify what a pinch point is.
2. Describe places that pinch points are often located.
3. Discuss the importance of pinch points in relation to hand and finger safety as well as to bodily safety.
4. Discuss common mitigations for pinch point hazards.

## Target Audience

This training is available to all city employees.

## Learning Format

This training is available in the following formats:

### *Initial & Refresher Training*

- In Person
- WebEx
- Microsoft Teams

# Proper Lifting Technique

## Summary

This course is designed to teach proper lifting technique and highlights the most likely scenarios in which an employee can potentially sustain an injury associated with lifting.

## Learning Objectives

By the end of this lesson, learners will be able to:

1. Recognize body and muscle mechanics during lifting activities.
2. Discuss the process of a safe lift.
3. Identify movements of high risk during a lift.
4. Think critically about how to safely lift a load.
5. Identify the importance of team lifts and mechanical assistance.

## Target Audience

This training is available to all city employees.

## Learning Format

This training is available in the following formats:

### *Initial & Refresher Training*

- In Person
- WebEx
- Microsoft Teams



# Respiratory Protection Awareness

## Summary

This course is designed to give a general overview of the elements of an effective respiratory protection program, including the methods of selection, use, care, proper fit and medical clearance of respirators in the workplace. A more in depth training using the style and type of respirators employees will be utilizing when this course is used in conjunction with a department's specific Respirator Protection Program.

## Learning Objectives

By the end of this lesson, learners will be able to:

1. Identify a hazardous atmosphere.
2. Identify various respirator and cartridge types.
3. Discuss the selection of proper respiratory protection for specific environments and tasks.
4. Recognize the proper methods of maintaining, storing, cleaning and inspecting respiratory protection.
5. Recognize the process of implementing a respiratory protection program including fit testing and medical evaluations.

## Target Audience

This training is available to city employees whose departments have designated as needing this training. Employees should satisfactorily complete this training prior to using respiratory protection in the workplace.

## Learning Format

This training is available in the following formats:

### *Initial & Refresher Training*

- In Person
- WebEx
- Microsoft Teams

# Safe Backing & Parking

## Summary

This course is designed to teach measures to eliminate or minimize the causes motor vehicle accidents associated with backing and parking.

## Learning Objectives

By the end of this lesson, learners will be able to:

1. Identify techniques of backing vehicles safely.
2. Discuss techniques on how to safely back trailers.
3. Describe the role of and when to use spotters.
4. Understand GOAL and discuss its benefits.
5. Understand and provide ways for avoiding blind spots.

## Target Audience

This training is available to all city employees.

## Learning Format

This training is available in the following formats:

### *Initial & Refresher Training*

- In Person
- WebEx
- Microsoft Teams



# Slips, Trips & Falls

## Summary

This course is designed to provide learners with methods to prevent slip, trip and fall injuries, as well as, best practices for walking on slippery surfaces, precautions to avoid trip hazards and safety policies that keep employees from taking fall risks.

## Learning Objectives

By the end of this lesson, learners will be able to:

1. Identify physical and behavioral hazards that can lead to slips, trips and falls.
2. Distinguish between the ways both the employee and employer are responsible for providing safe work spaces.
3. Identify housekeeping practices and personal behaviors that can eliminate or prevent slip, trip and fall hazards.
4. Describe how to fall properly to avoid serious injury and how to respond to a fall injury.

## Target Audience

This training is available to all city employees.

## Learning Format

This training is available in the following formats:

### *Initial & Refresher Training*

- In Person
- WebEx
- Microsoft Teams
- Moodle



# Strains & Sprains

## Summary

This course is designed to provide learners with methods to strains and sprain injuries, as well as, best practices for walking on slippery surfaces and precautions to avoid lifting injuries.

## Learning Objectives

By the end of this lesson, learners will be able to:

1. Identify the differences between a strain and a sprain and the primary causes of strains and sprains.
2. Discuss the relevance of slips, trips and falls in relation to strains and sprains.
3. Discuss the connections between back injuries and strains and sprains.

## Target Audience

This training is available to all city employees.

## Learning Format

This training is available in the following formats:

### *Initial & Refresher Training*

- In Person
- WebEx
- Microsoft Teams



# Street & Block Walking Situational Awareness

## Summary

This course is designed to teach the learner basic safety skills while working outdoors in a residential environment. This course will have a focus on situational awareness, heat stress and slip, trip and fall safety.

## Learning Objectives

By the end of this lesson, learners will be able to:

1. Identify the dangers working in residential areas may pose to worker safety.
2. Discuss the basis for situational awareness and the importance of trusting one's instincts.
3. Describe the importance of working in pairs and preplanning routes.
4. Identify the signs and symptoms of heat related illness and describe preventative measures.

## Target Audience

This training is available to all city employees.

## Learning Format

This training is available in the following formats:

### *Initial & Refresher Training*

- In Person
- WebEx
- Microsoft Teams

# Task Preparedness/ Job Safety Analysis

## Summary

This course is designed to provide learners with a method to assist them in how to prepare for a task while keeping safety in mind, while teaching them how to think through a task and its potential hazards from start to completion.

## Learning Objectives

By the end of this lesson, learners will be able to:

1. Discuss what task preparedness entails.
2. Identify the 3 questions associated with task preparedness.

## Target Audience

This training is available to all city employees.

## Learning Format

This training is available in the following formats:

### *Initial & Refresher Training*

- In Person
- WebEx
- Microsoft Teams



# Wasp & Hornet Safety

## Summary

This course is designed to provide learners with an overall understanding of the dangers of working around stinging insects such as bees, wasps and hornets, as well as the differences in aggression between the three.

## Learning Objectives

By the end of this lesson, learners will be able to:

1. Identify the physical and aggression differences between bees, wasps and hornets.
2. Discuss the differences in stings between bees and other flying stinging insects.
3. Describe some of the triggers that causes aggression in wasps and hornets.
4. Identify the difference between a honeybee and an Africanized honey bee.
5. Discuss basic first aid associated with stings and how to react if attacked by flying stinging insects.

## Target Audience

This training is available to city employees whose departments have designated as needing this training.

## Learning Format

This training is available in the following formats:

### *Initial & Refresher Training*

- In Person
- WebEx
- Microsoft Teams

# Welding & Hot Work Awareness

## Summary

This course is designed to provide learners with an overall awareness of the dangers and hazards associated with Welding and Hot Work activities. It is not the intent of this course to train the learner how to perform permit required Hot Work.

## Learning Objectives

By the end of this lesson, learners will be able to:

1. Define Hot Work and the hazards associated with Hot Work activities.
2. Discuss safeguards and PPE associated with Hot Work.
3. Distinguish the differences in hazards associated with arc welding, torch welding, cutting and brazing.
4. Discuss basic cylinder handling and storage safety.

## Target Audience

This training is available to city employees whose departments have designated as needing this training. Employees should satisfactorily complete this training prior to performing welding or hot work operations.

## Learning Format

This training is available in the following formats:

### *Initial & Refresher Training*

- In Person
- WebEx
- Microsoft Teams



## **Work Zone Traffic Control & Flagger Training**

This course is facilitated by an outside entity. Please contact your department's Safety Coordinator for assistance in scheduling this training.

# Reasonable Suspicion For Supervisor's Training

## Summary

This course is designed specifically to train supervisory level employees on the proper and legal steps that must be taken in order to identify an employee potentially under the influence of drugs or alcohol, refer them for testing and complete the appropriate documentation in accordance with AD 4.3.

## Learning Objectives

By the end of this lesson, learners will be able to:

1. Identify and discuss COSA Administrative Directive 4.3.
2. Identify COSA drug and alcohol testing procedures.
3. Recognize the signs of drug and alcohol influence.
4. Discuss what is needed for a reasonable suspicion referral.
5. Display the ability to legally document and make a reasonable suspicion referral.

## Target Audience

This training is available to city employees in supervisory positions whose departments have designated as needing this training.

## Learning Format

This training is available in the following formats:

### *Initial & Refresher Training*

- In Person
- WebEx
- Microsoft Teams



## Accident & Injury Reporting Training for Supervisors

### Summary

This course is designed specifically to train supervisory level employees how to properly investigate workplace accidents, document and report accidents and injuries, as well as how to complete post accident procedures in accordance with COSA Safety Manual Section 5.

### Learning Objectives

By the end of this lesson, learners will be able to:

1. Identify and discuss Section 5 of the COSA Safety Manual.
2. Discuss the difference between an *accident* and an *incident*.
3. Discuss post vehicle collision procedures, including drug and alcohol testing.
4. Display the ability to accurately investigate an accident.
5. Identify the correct documents for reporting personal injuries and/or motor vehicle accidents.

### Target Audience

This training is available to city employees in supervisory positions whose departments have designated as needing this training.

### Learning Format

This training is available in the following formats:

#### *Initial & Refresher Training*

- In Person
- WebEx
- Microsoft Teams



# City of San Antonio Safety Statement

The City of San Antonio is conscious of the safety and welfare of its employees and that of our citizens. As an employer, we recognize our obligation to ensure the safest possible work place for our employees. As a governmental entity, we recognize our responsibility to provide a safe environment for the public we serve.

It is our belief that most accidents are preventable. In accordance with this belief, we voluntarily comply with the General Duties Clause of the Department of Labor in Section 5 (1) (2) which states, "Each employer shall furnish to each of his employees employment and a place of employment which are free from recognized hazards that are causing or are likely to cause death or serious physical harm to his employees. Each employer shall comply with occupational safety and health standards promulgated under this Act." Every reasonable effort will be made to provide and maintain a safe and healthy workplace and to establish and insist upon safe methods and practices at all times.

Each department and service division head is responsible for promoting and ensuring that positive measures are continually taken to maintain a workplace and mental attitude which is safety supportive. It is expected that department heads will compliment the efforts of the Finance Department in showing actions are taken to reduce accidents and provide for the safety of the public. These loss control functions are continuous and equal in importance with all other operational considerations.

All employees are responsible for cooperating and supporting our safety program and objectives. Employees are also expected to adopt the concept that a safe way to perform a task is the most efficient and only acceptable way to complete the task.

Safety is every employee's responsibility. Only with your help can we continue to maintain a safe environment for both our employees and the citizens we serve.

